

## **PARK SUPERINTENDENT**

### **GENERAL RESPONSIBILITIES**

Performs supervisory and administrative work related to planning, operation, and maintenance of regional park facility that may include a unique feature such as a reservoir or nature center, in accordance with Federal, State and local laws

**ESSENTIAL TASKS** include the following; other duties may be assigned

1. Perform supervisory responsibilities in accordance with the current Carroll County Personnel Ordinance, County policies and applicable laws
2. Interpret and coordinate programs within guidelines of the County Park Ordinance, Carroll County Board of Education policies, Advisory Boards, State regulations regarding public recreation, day care, youth camp certification and ensures compliance with Federal, State and local laws
3. Apply knowledge of ordinances, regulations, policies, procedures and practices as related to facility
4. Plan, direct, and manage operations, activities, and programs within a park facility
5. Formulate goals, policies, procedures and work schedules for facility
6. Manage operating budget and resources; recommend capital improvements
7. Compile reports required by management or government agencies
8. Develop and administer methods to operate the facility in a self-supporting capacity with revenue generated to offset operating costs
9. Develop and standardize methods and procedures to increase efficiency and quality of work and resolve operational issues
10. Manage planning, organization and coordination of special events
11. Oversee preparation of brochures, exhibits, news releases and other media
12. Ensure safe use of equipment as well as safe condition of County work area
13. Address errors and complaints
14. Perform related duties as to specific assignments
15. Any employee may be identified as Essential Personnel during emergency situations
16. Provides service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
17. Communicate with managers, supervisors, co-workers, and others, maintains confidentiality; and represents the County

### **EDUCATION AND EXPERIENCE**

1. Bachelor's Degree in Recreation & Parks, Business Administration, Public Administration or related field
2. Three years related work experience, including two years at a supervisory level
3. Preferred experience includes fisheries management & environmental education

\* A comparable amount of training and experience may be substituted for the minimum qualifications

## **KNOWLEDGE, SKILLS AND ABILITIES**

1. Read, analyzes and interpret information, manuals and policies
2. Respond to inquiries or complaints from employees and the public
3. Make persuasive presentations to top management, boards and the public
4. Write reports, correspondence, procedures and other documentation
5. Define problems, collect data, establish and draw valid conclusions
6. Manage conflict and negotiations
7. Apply mathematical concepts
8. Work with detail, problem solve and communicate effectively
9. Use computer software programs and/or other applications

## **CERTIFICATES, LICENSES, REGISTRATIONS**

1. Requires criminal background check as condition of employment
2. Valid driver's license
3. CPR, First Aid, Blood Borne Pathogen and AED certification/training (or must obtain within the first 6 months of employment)